

SECRET (When Filled In)

Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020001-8

AREA OR COUNTRY(S)	ORGANIZATION	FUNCTIONS & TOPICS	PERSONALITIES	DOCUMENT
	OC/Cable	Monthly Reports		DATE:
	Secretariat			1959-1965;
	Executive			1970-1971
	Director			CLASS.: S
	Executive			NO.:
	Director-Comptroller			
IDENTIFICATION OF DOCUMENT (author, form, addressee, title & length) Cable Secretariat: Monthly Reports to Ex. Dir-Compt./Ex. Dir. 1959-1965; 1970-1971.				LOCATION: HS/HC-913 ✓

ABSTRACT

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CASE FILE (DESCRIPTION)

INSTRUCTIONS

HS/HC-913

Place card upright in place of charged out folder
or horizontally in returned file folder.

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CHARGE TO

DATE

CHARGE TO

DATE

SEE BULKY FOLDER NEXT.

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SECRET

Executive Registry

22-222

7 January 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 December 1971

1. The workload for December 1971 totalled 68,142 items, 6% over the FY 71 monthly average and a 14% increase over December 1970. On 17 December the Cable Secretariat processed 3,592 items. This was the largest amount of items ever processed in one day.

2. As of 31 December we had an assigned strength of [REDACTED] persons. This is a decrease of three persons under November. The Office of Personnel is making the necessary arrangements for replacement personnel. 25X1A

3. On 16 December 35 students and five instructors from the Basic Operations Course (BOC) were briefed by [REDACTED] on cable processing. The class was divided into six groups. The response was excellent and the briefings will be repeated for all subsequent BOC classes. 25X1A

4. Representatives from the [REDACTED] visited the Cable Secretariat Reproduction Section to investigate our complaint regarding quality of the offset master forms supplied by their company. Our printing methods checked out as being satisfactory and the representatives admitted it was their forms and not our printing which was causing the difficulty.

5. I attended the Fifth Annual Records Management Conference held [REDACTED] 2-3 December. I found it to be interesting and informative. At the same conference, [REDACTED] spoke on the planning and reasoning behind the Automated Communication Terminal. 25X1A

25X1A

25X1A

Cable Secretary

HS/HC-913

SECRET

☐ UNCLASSIFIED

INTERNAL

☐ CONFIDENTIAL

☒ SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Cable Secretary

EXTENSION

5838

NO.

DATE

7 January 1972

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller

1/10

1/10

[Signature]

2.

3.

4.

5.

6.

7.

8.

9.

10. Cable Secretary
1A-53 Hqs.

11.

12.

13.

14.

15.

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FORM 3-62

610

USE PREVIOUS EDITIONS

☐

SECRET

☐

CONFIDENTIAL

☐

INTERNAL USE ONLY

☐

UNCLASSIFIED